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11/23

Chief, Management Staff

*H.*

November 1956

Chief, COM Staff (DD/I Area)

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AWork Report Week Ending 21 November 1956 *file*Accomplishments

1. Project 5-1074, Field T/O Change, Contact Division, OO. Obtained agreement with Office of the DD/I that Contact Division will proceed immediately to bring T/O down to ceiling. Also streamline Contact Division procedures relative to field promotions, permitting the proposals to be taken up directly with the Office of Personnel instead of calling them T/O changes which must go through the Management Staff. [redacted]

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2. Project 5-h6, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. Revised version of the mission and functions of the ELINT Staff Officer was drafted and presented to the "Functions drafting subcommittee" of the ELINT Advisory Committee. The statement of mission and functions was agreed to by the subcommittee members and it will be presented to the IAC in the near future. [redacted]

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3. Project 6-63, Examination of Proposed OGR Reorganization. Suggestions presented orally to the Administrative Officer, OGR relative to the improvements in the proposed organization such as organizing Acquisitions Branch on a functional rather than area basis and leaving the International Conference Branch, Liaison Division rather than transferring it to Biographic Register which is overcrowded. [redacted]

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4. Proposed [redacted] Use of Ships of our Country. Notice reviewed and concurrence forwarded to the Technical Accounting Staff. [redacted]

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5. Lecture on Control of Work Methods and Work Flow presented to the Basic Management Course personnel. [redacted]

Assignments Active This Week

6. Project 6-45, OGR Space Study - At request of DD/I an analysis of overcrowding in OGR and appropriate recommendations for improvement. [redacted] (DD/I, 1 December)

7. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [redacted] (1 December)

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8. ~~Project 5-46, Request for KLINT I/O Increase for CIA and MC.~~ [ ] 25X1A9  
 (10 December)  
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9. ~~Project 5-46, Preparation of Statements of Mission and Functions of the CIA KLINT Staff Officer and other Agency participants in the KLINT Program.~~ [ ] 25X1A9  
 (KLINT Staff Officer, 1 December)

10. ~~Project 6-24, Survey of Procedures for Insuring that Separating Employee Conclude All Business with CIA Prior to Separation.~~ [ ] (DD/I, 1 Jan.) 25X1A9  
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11. ~~Project 6-61, Management Audit of CIA Watch Office.~~ [ ] (DD/CI, 10 Dec.) 25X1A9  
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12. ~~Project 6-55, Reorganization of Acquisitions Branch, CIA Library.~~ [ ] 25X1A9  
 (15 December) A

13. ~~Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian).~~ [ ] (15 December)<sup>2</sup> 25X1A9  
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14. ~~Manpower Utilization, Combination of DD/XCH-MT.~~ [ ] (DD/A, 1 Nov.) 25X1A9  
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Assignments (active this week)

15. ~~Project 6-54, Examination of Proposed CIA Reorganization.~~ [ ] (AI/IR, 31 December) 25X1A9  
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16. ~~Examination of Organization and Functions of Photo Intelligence Division, CIA.~~ [ ] (1 January) 25X1A9  
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17. ~~Assistance to DD/I in Reduction of % and Ceiling and Necessary Related Re-alignments. (Asst. to the DD/I (Admin))~~ [ ] (1 January) 25X1A9  
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18. ~~Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DD/I.~~ [ ] (31 December) 25X1A9  
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Training

19. ~~Effective Writing - 2 hours~~ [ ] 25X1A9  
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~~Conference Leadership - 1 hour~~ [ ] 25X1A9  
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<sup>1</sup> Colonel White is considering classification problems involved per Mr. [ ] request. [ ] 25X1A9  
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<sup>2</sup> Extension requested from 15 November to 15 December due to difficulties in obtaining mechanical layouts and estimates from manufacturer's representatives. [ ] 25X1A9  
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